

DDA Subject

DL 20188X/86

ROUTING AND RECORD SHEET

SUBJECT (Optional)

DDA REGISTRY

FILE: 45-17



FROM:

Acting Director of Logistics

EXTENSION

NO

DATE

19 May 1986

TO: (Of building) Room number, and

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DDA
7D24 Hqs.

Attached hereto is our recommendation as to the assignment of 1,193 square feet of space by the DS&T. This will be a matter for a subsequent configuration board meeting.

2.

3.

4. Would appreciate your concurrence in the recommendation before we proceed further.

5.

6. AD/Logistics

7.

8.

9.

10.

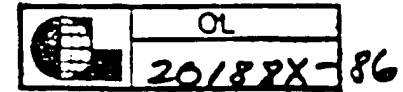
11.

12.

13.

14.

15.

REASSIGNMENT OF SPACE 1A34HQ

rlh 13 May 86

1. DST will release 1193 sf at 1A34 HQ in early June 1986.
2. Contending Space Requests:
 - a. DCI/NIO 600 sf increase, 1200sf room needed for consolidation.
 - b. DDI 500 sf, replace space lost to CTC.
 - c. DCI/Proprietary 300 to 400 sf office .
 - d. OIT/GOG 1200 sf expansion.
 - e. DCI/Security 1200 sf office expansion.
 - f. CTC 3000 sf consolidation on 6th floor.

3. Discussion:

Although CTC has very high priority, this space will not aid CTC consolidation on 6th floor. Use space to satisfy two or more requests.

4. Recommendation:

- a. Assign Rm 1A34 Hq to DCI/NIO, providing 1193sf; relocate NIO/FDIA from 1E4809, vacate 660sf.
- b. Assign Rm 1E4809 to DDI to replace 500sf.
- c. Permit renovations at both areas (hopefully minor) to fit space to new occupants.
- d. See attached floor diagrams which show locations.

APPROVED:



Deputy Director for Administration

28 MAY 1986

Date

DISTRIBUTION:

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- 1 - DDA Subject
- 1 - DDA Chrono

Page Denied

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ROUTING AND TRANSMITTAL SLIP		Date
		21 MAY 1986
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EXO/DDA	<i>[Signature]</i>	21 MAY 1986
2. ADDA	<i>[Signature]</i>	21 MAY 1986
3. DDA	<i>[Signature]</i>	
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Bill - Re the 1200 DCI/SEC
 Space - Line asked to
 relocate EDR storage from
 DCI Garage lounge and look
 to using that & Drivers lounge
 for needed space. Driver can
 move to present Protective Staff lounge.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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